

**Ryan White Title I
Inland Empire HIV Planning Council
Minutes of Meeting
Thursday, November 29, 2001
1:30 p.m. - 3:40 p.m.
Cathedral City Library (Community Room)
33520 Date Palm Drive, Cathedral City, CA**

Call to Order and Introductions

Dr. Prendergast called the meeting to order at 1:14 p.m. Introductions were made. Persons in attendance were:

Name:

Victoria Jauregui Burns	A. Lloyd Jones	Cherry Houston, Ph.D.
Carolyn Harris	Steven Glenn McGrew	Erin Comstock
Evelyn Valentino	Joe Acosta	Darlene DeBayona
Benita Ramsey	John Brown	Sandra Bibb
Tom Prendergast, MD, MPH	Rick Rector	Edwin Zelaya
Steve English	Fred Flotho	

Absences:

Gary Feldman, MD	Becki Zeidler	Joshua Sparks
Jeff Byers	Leann Chamlee	Gregory French
Faith Davis-Bolton	Ed Cueto	Danny Colon, MSW
Jerry Nevarez	David Fyffe	

Other Attendees:

Jim Woodward	Kurt Swanson	Egan Moreno
Joshua Olagunju	Marc Hauptert	Linda Salas
Carol Bagonis	Toni Brown	Don Gillis
Alex Taylor	John O'Brien	Deborah Morales
Erika Hargrew	Janice De Grande	Robert Poehling
Scott Rigsby	David Perez	

Public Comments

- Marc Hauptert discussed the service planning area and commented on the ARIES Project.
- Evelyn Valentino reminded members to attend the event her company, Working Wonders, is presenting at The Children's Museum of the Desert on Saturday, December 1, 2001.
- Sandra Bibb mentioned the World AIDS Day activities in Claremont featuring Ryan White's mother as a special guest.

Agenda Additions, Revisions, and Corrections

Alex Taylor will present a draft of the Needs Assessment during the Executive Committee report. Motion to accept the amended agenda was made by Joe Acosta and seconded by Fred Flotho.

Approval of Minutes

Minutes of the October 24, 2001 meeting were approved. Joe Acosta motioned to approve the minutes. Lloyd Jones seconded the motion. Rick Rector commented that on page four of the minutes it should read AIDS Walk rather than AIDS Watch. Fred Flotho commented that on page four of the minutes Membership motioned to accept the committee report not to accept requests of the committee. Joe Acosta motioned to accept the minutes as amended. Lloyd Jones seconded the motion. The motion carried.

Motion # 01-45 was approved unanimously.

For: 17

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Planning and Evaluation Committee Report

Web Page

Dave Perry presented the Planning Council web page (<http://www.sbcounty.gov/hivplanningcouncil>) for review and comment. Alex Taylor volunteered Heather Cockerill and Joshua Olagunju to review and approve items submitted for the web page before sending it to David. Discussion continued regarding the web page timeline for initial completion. It was the general agreement of the members to upload the page and allow access while it is still under construction. Joe Acosta motioned that the concept of the web page previously discussed be approved to allow immediate uploading and access to the site while it is still under construction. Steve McGrew seconded the motion.

Motion # 01-46 was approved unanimously.

For: 17

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Action/Assignment:

- Planning Council web page format was approved.

MIS

Fred Flotho commented on the ARIES Project and the efforts put into the project. He thanked Carolyn Harris and Phil Sladick. Fred stated that he has asked Joshua Olagunju to invite Caminar to make a presentation on their software. Jim Woodward discussed the Grantee view on Caminar and the expected costs associated with it. Jim estimated the total cost to be approximately \$258,000 including installation and licensing fees. Jim mentioned the 15% annual support cost. Joe Acosta motioned to accept the Caminar software and its development. John Brown seconded the motion. The motion carried.

Motion # 01-47 was approved unanimously.

For: 17

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Alex Taylor commented on Caminar's ability to assign unique identifiers to clients. Alex estimated that the Caminar software could be in use by March 1, 2002.

Fred Flotho commented that accepting the Caminar Product was a giant step forward for the EMA. Steve English had concerns regarding real time data retrieval for the providers, which were addressed by John O'Brien in a discussion of the real time properties of the Caminar software. Marc Hauptert asked about the impact of today's decision to accept the Caminar software on the ARIES Project. Jim Woodward responded that provisions have been made for \$300,000 in the FY 2002 budget to continue with ARIES Project regardless of the decision made today.

Action/Assignment:

- PC endorsed Caminar software and its development for the EMA.

Approval of Instructions to the Grantee for FY 2002 Allocations

Fred Flotho discussed the P&E Committee's recommended Draft "Grantee Instructions for FY 2002 allocations" which was attached to the agenda. Fred noted that Jim Woodward had reviewed it and made comments. Jim Woodward discussed his comments. The Council agreed with Jim that the items in # 9 on the instructions seemed to be contradictory. It was recommended that phase 1 be deleted leaving phase 2 in place. John Brown motioned that the Grantee instruction be referred back to the P&E Committee for improvement and then to the Executive Committee for ratification. Sandra Bibb seconded the motion.

Motion # 01-48 was approved unanimously.

For: 17

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Action/Assignment:

- Grantee instruction referred back to the P&E Committee for improvement.
- Executive Committee to ratify the improved Grantee instruction.

Advocacy Reports

Steve McGrew discussed the CHAC meeting and the ADAP funding for next year. John Brown expressed concern that the cut in the State health budget could put some consumers/clients on waiting lists to get medications or drugs. John discussed the Cities Advocating Emergency AIDS Relief (CAEAR) Coalition meeting scheduled for December 7-9, 2001 in Palm Springs. John said CAEAR will be honoring the three California Congressional Representatives at the meeting. Alex Taylor reminded all that only two (2) nights of lodging will be funded for attendees.

Fiscal/Programmatic Report (Grantee Expenditure Reports)

Grantee Expenditure Report

Scott Rigsby announced that the report was sent with the Agenda and minutes. Chuck Hartwick gave supporting information for the report.

HRSA Technical Assistance Update

Alex Taylor went over the HRSA report given to members.

Review of RFP and Contracting Process

Jim Woodward announced that HSS and Administration completed the first review of the proposals last week. The second review is scheduled for December 3, 2001 at the Cathedral City Library.

Membership Committee Report

Joe Acosta reported that Dr. Joe Revetto has resigned from Planning Council. Joe Acosta also reported that the committee recommended Rick Rector for Planning Council Membership. Motion to accept the recommendation was made by the committee and did not need a second.

Motion # 01-49 was approved unanimously.

For: 17

Against: 0

Abstentions: 0

Members present with no PC Form 700 on file: 0

Action/Assignment:

- Planning Council accepted the nomination of Rick Rector to the Council Planning Council accepted the nomination of Rick Rector to the Council.

Executive Committee Report

Dr. Prendergast reported that due to lack of quorum at the last meeting, the Executive Committee took no action.

Alex Taylor reported on the Needs Assessment survey draft. The next Needs Assessment meeting is scheduled for tomorrow (11/30/01) at the Department of Public Health in the 2nd floor conference room. Alex Taylor proposed an incentive of a \$ 50.00 food voucher for each qualified individual who completed a survey. Alex would like the Planning Council to review the survey instrument. He also suggested standardized people administer the surveys. A sample format will be developed. Fred Flotho commented that the preliminary format did not look to him much like a survey. It was agreed to move the draft survey to the Executive Committee for ratification.

Action/Assignment:

- Needs Assessment surveys instrument to be ratified during the next Executive meeting.
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Provider Agency Report

Benita Ramsey gave a CBC presentation. She explained that UJIMA is a youth service provider that tries to develop community awareness of HIV/AIDS. They offer healthcare outreach, a GED diploma and welfare to work program. (Please refer to attached UJIMA brochure). Benita also discussed the risk factor in African/American communities.

AD HOC Committee Reports

Underserved Populations

Steve McGrew informed the committee that the “*Gospel Jam*” by Benita Ramsey grew out of the African/American and Hispanic Inter-faith conference of the Underserved Populations.

By Laws

Steve McGrew announced that the By Laws Committee meeting is scheduled for Friday, 12/14/01 at the San Bernardino Department of Public Health, 2nd floor.

Consumer Advocacy

Lloyd Jones reported that the grievance policy is not out to the providers yet due to the conversion into the Hispanic language. It will be mailed out to Providers before the next Planning Council Meeting.

County Committee Reports

San Bernardino Committee

Fred Flotho reported that Steve McGrew was elected as the community co-chair for San Bernardino County Committee. Steve English was elected as a member at large. \$50,000.00 reallocated from the Planning Council support budget is to be split, 60/40, between both counties. The movement of the funds from one service category to another would be at the discretion of the Grantee staff.

Riverside Committee

Joe Acosta was re-elected as the community co-chair for Riverside County Committee. Evelyn Valentino was elected as a member at large.

Public Comments

Los Angeles Times today (11/29/01) indicated the East Block problem with HIV/AIDS.

Inland AIDS Project, Health Education Department is embarking on Latino/African American Summit 2002 on 02/27/01. It will be similar to the Underserved Populations conference held last month.

Announcements

None

Agenda Items for Next Meeting

Anyone with agenda items for the next Planning Council meeting or the next Executive Committee Meeting please contact Joshua Olagunju.

Next Meeting

The next Planning Council meeting is scheduled for Thursday, January 24, 2002 from 1:30 p.m. to 3:30 p.m. at Inland AIDS Project, 3756 Elizabeth Street, Riverside, CA 92506. (909) 784-2437

The meeting adjourned at 4:12 p.m.

Certified:

Thomas Prendergast, MD, MPH Date
Co-Chair

Joe Acosta Date
Co-Chair